

Comparisons of Job Characteristics

Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Associated Occupation: First-Line Supervisors of Non-Retail Sales Workers (41-1012)

Compare Knowledge

Compare Skills

Compare Abilities

Compare Detailed Work Activities

Compare Tools and Technologies

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 85

Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Associated Occupation: First-Line Supervisors of Non-Retail Sales Workers (41-1012)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Sales and Marketing	5.2	17.9	7.0	<<	Extensive education and/or training may be required
Administration and Management	8.4	13.4	14.6	0	Current knowledge level may be sufficient
Economics and Accounting	4.4	13.3	9.0	<<	Extensive education and/or training may be required
Personnel and Human Resources	5.6	12.4	10.6	<	Expanded education and/or training may be required
Telecommunications	3.9	7.1	4.1	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 95

Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Associated Occupation: First-Line Supervisors of Non-Retail Sales Workers (41-1012)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Monitoring	9.9	13.6	13.6	0	Current skill level may be sufficient
Social Perceptiveness	9.1	13.2	13.3	0	Current skill level may be sufficient
Instructing	7.8	12.6	11.1	<	A higher skill level may be required
Management of Personnel Resources	6.9	12.6	12.3	0	Current skill level may be sufficient
Time Management	8.9	12.5	12.5	0	Current skill level may be sufficient
Coordination	9.1	12.3	13.3	0	Current skill level may be sufficient

Persuasion	7.4	11.6	11.1	0	Current skill level may be sufficient
Systems Evaluation	6.4	11.6	8.8	<<	Extensive development of skills in this area may be required
Learning Strategies	7.2	11.4	11.4	0	Current skill level may be sufficient
Negotiation	6.8	11.4	11.9	0	Current skill level may be sufficient
Systems Analysis	6.5	10.5	9.0	<	A higher skill level may be required
Management of Financial Resources	3.3	8.1	6.4	<	A higher skill level may be required
Management of Material Resources	3.7	8.1	6.2	<	A higher skill level may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 96			
Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011) Associated Occupation: First-Line Supervisors of Non-Retail Sales Workers (41-1012)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Expression	12.4	15.0	15.1	0	Current ability level may be sufficient
Speech Recognition	9.9	13.9	12.5	<	Some improvement in abilities may be required
Speech Clarity	10.2	12.3	13.4	0	Current ability level may be sufficient
Fluency of Ideas	7.6	11.0	10.0	<	Some improvement in abilities may be required
Originality	7.6	10.7	10.7	0	Current ability level may be sufficient
Number Facility	6.3	10.0	7.7	<	Some improvement in abilities may be required
Mathematical Reasoning	6.3	9.8	8.6	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 91
Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011) Associated Occupation: First-Line Supervisors of Non-Retail Sales Workers (41-1012)		
Work Activities	Exclusivity of Activity	
Assign work to staff or employees	30	
Conduct or attend staff meetings	47	
Conduct training for personnel	30	
Consult with managerial or supervisory personnel	60	
Develop budgets	56	
Develop policies, procedures, methods, or standards	21	

Dictate correspondence	85
Direct and coordinate activities of workers or staff	3
Evaluate information from employment interviews	72
Evaluate performance of employees or contract personnel	54
Explain rules, policies or regulations	48
Hire, discharge, transfer, or promote workers	47
Monitor worker performance	57
Order or purchase supplies, materials, or equipment	35
Oversee work progress to verify safety or conformance to standards	49
Plan or organize work	51
Prepare reports	8
Purchase office equipment or furniture	89
Recommend improvements to work methods or procedures	64
Recommend personnel actions, such as promotions, transfers, and dismissals	72
Recommend purchase or repair of furnishings or equipment	78
Requisition stock, materials, supplies or equipment	54
Resolve customer or public complaints	54
Resolve or assist workers to resolve work problems	72
Select software for clerical activities	85

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: n/a

Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Associated Occupation: First-Line Supervisors of Non-Retail Sales Workers (41-1012)

Tools and Technologies	Exclusivity
Tools and technology data is unavailable for one or both occupations.	

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.